

Community Payee Services Representative

InterAct is a nonprofit agency providing evidence supported outpatient mental health and substance abuse services with an integrated recovery focus. We are currently seeking to fill a full-time position in our Community Payee Services area which serves over approximately 600 individuals and continues to expand. This position is based in our Kalamazoo office.

Description:

As part of the CPS team work with social security, case managers and other agencies to manage funds for individuals served by InterAct and other agencies.

This is a fast paced, varied position requiring excellent customer service skills, a high degree of accuracy and ability to adhere to procedures and guidelines.

Responsibilities:

- Assist with operation of Community Payee Services program including distribution of funds within established budgets, handling documentation on all transactions.
- Utilize automated Client Fund Management system so that information is current, and individuals' bills are paid in a timely manner.
- Assure completion of reports for Social Security Administration annually for each individual for whom the Agency is designated as representative payee and maintain effective communications with SSA.
- Work with agency clinical staff, other case managers or supports coordinators, individuals served and their representatives to accomplish budgeting goals.
- Demonstrate flexibility to handle various duties within the payee & finance areas.
- Assure compliance with KCMH or other contracts as applies to the representative payee program—including collection of needed data.

Requirements:

An Associate's degree in business or accounting with two years professional experience that includes computerized financial record-keeping. Experience with non-profit business operations and fund accounting desired. Good communication and negotiation skills, excellent organizational ability, strong problem-solving skills, and ability to work independently required in a very fast paced setting.

If you are interested in this new position go to Job Opportunities in the About Us section on our web site www.interactmich.org or submit information by email to merickson@interactmich.org
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